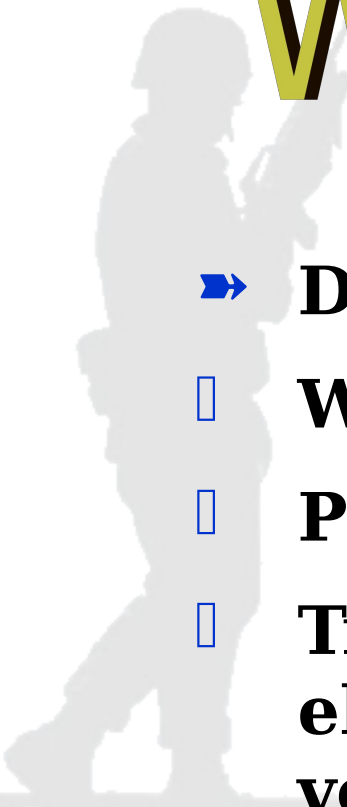




Overview Policy & Responsibilities Traveler Training Defense Travel System

What is DTS?

- 
- **DoD MANDATED travel system.**
 - **Web based application.**
 - **Paperless and CAC card accessible.**
 - **Traveler creates authorization, electronically routes for approval, voucher created from authorization, split disburses within 2/3 day.**

Major Benefits



- **Simplified numerous travel regulations.**

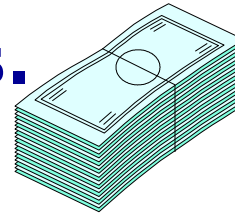
(Appendix O, JFTR/JTR)

[https://secureapp2.hqda.pentagon.mil/perdiem/jftr\(aa-au\).pdf](https://secureapp2.hqda.pentagon.mil/perdiem/jftr(aa-au).pdf)



- **Appendix O policy checks are included in DTS.**

- **Accurate obligations.**



- **Financial savings.**

- **Faster reimbursement**





DTS Usage

Types of Travel done in DTS



- ✓ **Routine TDY (conus/oconus).**
- ✓ **Personal leave in conjunction with**
- ✓ **Group travel.**
- ✓ **Travel to multiple TDY locations.**
- ✓ **Local travel vouchers (SF 115).**
- ✓ **Travel with multiple accounting stations.**
- ✓ **TDY funded through MIPRs/Direct Fund Cites.**



Travel currently not supported

DTS

- ✓ Senior ROTC
- ✓ Ready Reserve
- ✓ TDY as part of a PCS
- ✓ Contractors
- ✓ Foreign Nationals
- ✓ Pre-employment

- ✓ Retirees called to active duty
- ✓ Patients, escorts, and attendants
- ✓ Emergency situations while TDY
- ✓ Non-Appropriated Fund

- ✓ TDY funded by another organization (must be using DTS)
- ✓ Constructive Travel (available in Monroe Release E)
- ✓ PLOT Phase 2 (available in Monroe Release E)
- ✓ Group Travel, Phase 2 (automated reservations in Monroe Release)



Travelers Responsibilities

Traveler Responsibilities



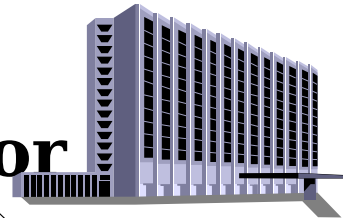
- 1. Follow policy and procedures outlined in Appendix O, JFTR/JTR.**



[https://secureapp2.hqda.pentagon.mil/perdiem/jftr\(aa-au\).pdf](https://secureapp2.hqda.pentagon.mil/perdiem/jftr(aa-au).pdf)

- 2. Be provided or reimbursed for**

- Transportation, Food, Lodging
- Reasonable and necessary expenses.



- 3. Make all arrangements through the DTS/CTO.**

- Tickets - Air, Rail, Bus
- Rental Cars
- Lodging



- 4. Be advised in advance of their**

⑤ Paid every 30 days when TDY is over 45 days. (Scheduled Partial Payments).



- Prior approval required.
- Payment corresponds to arrival of charge card bills.

6. Comply with all ethical rules.


- May keep items of “Nominal” value.
- May accept benefits for voluntarily giving up overbooked seat.
 - No additional expense to the government.
 - No negative mission impact.



7. Frequent traveler benefits (miles/points, upgrades, etc.)

- May be kept by the traveler for personal use if:
 - Obtained under the same terms as offered to the general public
 - No additional expense to the government.





Government Charge Card

Government Travel Charge Card



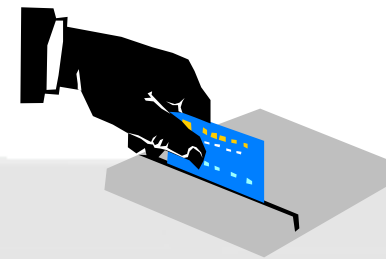
- ✓ **Given to Frequent Travelers**
- ✓ **Use is **MANDATORY** for travel expenses as follows:**

http://www.dod.mil/comptroller/fmr/09/09_03.pdf

- Transportation (except Centrally-Billed Account)
- Lodging
- Rental Vehicle
- Other Travel Related Expenses (Meals, Gas, etc.)

- ✓ **Approved exception:**

- Vendor does not accept GOVCC
- Local transportation, parking
- Taxi, tips
- Phone calls
- Meals, when not practical (i.e. large groups)



Government Travel Charge Card



✓ If Traveler has a government charge card, it must be used for ATM Advance fees to be reimbursed.

- 1 Service Fee: Bank fee that is charged for using their terminal.
- 2 Advance Fee: Cash advance fee that Bank of America charges.

3% or \$2.00 minimum



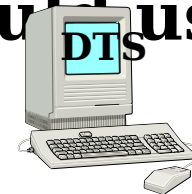
Traveler does not have government charge card and uses personal card for ATM advance:



Transportation

→ **DoD Policy is traveler should use:**

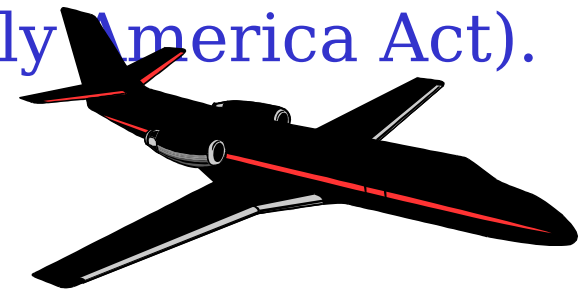
→ Contract "City Pairs".



Other than contract flights must be documented.

→ American Flag Carriers (Fly America Act).

□ Coach Class.



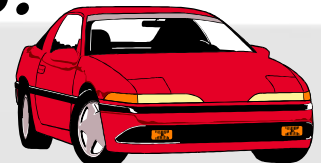
→ **Rest stops, rest periods.**

→ **Flights home at government expense.**

Rental Vehicles



- ➔ **Traveler cannot be directed to take a Rental Vehicle TDY/TAD.**
- ▢ **Authorized for official business only.**
- ▢ **Reimbursement for all costs associated with rental.**
- ▢ **Rental agency must have a Surface Deployment & Distribution Command contract.**
 - ▢ ***No insurance in CONUS, though can be authorized OCONUS.***
- ▢ **Vehicle size/quantity necessary to mission**



▣ **Military Air - Patriot Express.** **(Formerly Cat B)**__

➔ Used when available and meets mission requirements.

▣ Air Mobility Command flights.

▣ Flights between CONUS and OCONUS.



▣ **Government Ground Transportation.**

▣ Used for official business only.

▣ Traveler is liable if accidents occur and not in official capacity.



Privately Owned Vehicle (POV)



- Traveler cannot be directed to take POV.

- Standard mileage rates apply.

- Use Defense Table of Official Distances (DTOD).

<https://dtod.sddc.army.mil/>

- Traveler must be clear that use is:

- Benefit to the government = full reimbursement.

- Convenience of traveler = reimbursement will be

based on should cost of authorized travel

Allowable Travel Days



Commercial Air._

- Within CONUS or within one OCONUS area = 1 day.
- Between CONUS and OCONUS areas = ticketed times.

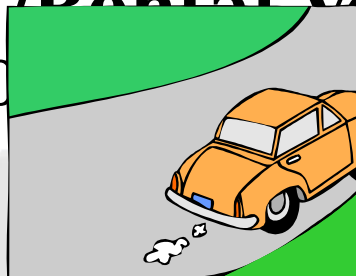


Ground transportation (bus, train, etc).

- Ticketed times of travel (scheduled departure date to arrival date).

POV/Pental Vehicle.

- 40 day.





Lodging

Government Lodging



✓ **AO can direct government quarters only if:**

- Traveler is a uniformed member,
- Traveler is TDY to installation, and
- Government quarters exist on base.

✓ **Government quarters available must obtain non-availability number**



Commercial Lodging



- To meet mission requirements.



- Taxes ***“Not Included”*** in CONUS Rate (US territories),
claim as a separate reimbursable expense.



- No reimbursement if staying with relatives/friends.

- AO can approve more than per diem if



necessary, follow local business rules on the subject.



Meals & Incidental Expenses (M&IE)

Meals



- **First/last day - 75% rule.**
(75% of rate for TDY location or stopover)
- **Other days:**
 - ▢ *Full Meal Rate (FMR).*
 - ▢ *Government Meal Rate (GMR).*
 - ▢ *Must be TDY to installation.*
 - ▢ *Must be staying in government quarters.*
 - ▢ *Must be prescribed before travel begins.*
 - ➔ *Prescribed rate may be increased during or after travel.*
 - ▢ *Cannot be reduced unless a meal is provided (conference registration fee, etc.)*
 - ▢ *Proportional Meal Rate (PMR).*

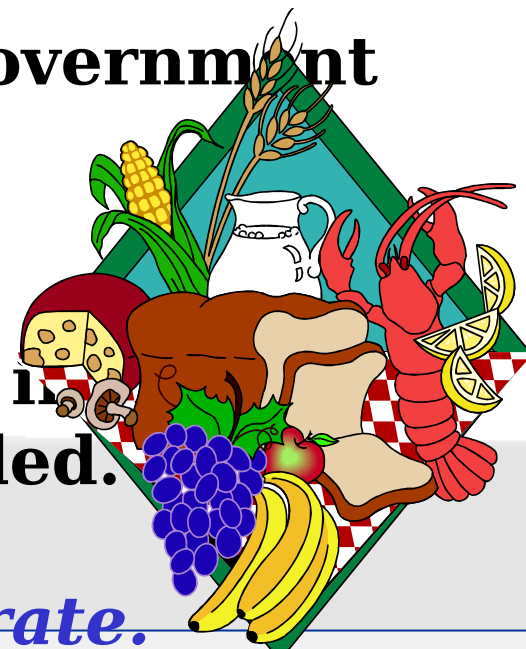


Proportional Meal Rate



What is it?

- **PMR is the average of the locality Full Meal Rate (FMR) and the Government Mess Rate (GMR).**
(cost for three meals in a government mess/dining facility.)
- **The appropriate amount for in- or out-of-country (CONUS vs OCONUS) is added.**



DTS correctly computes rate.

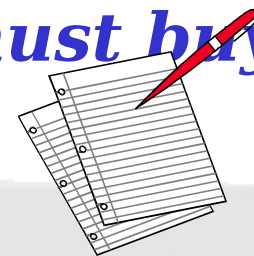
Proportional Meal Rate



When used?



- **Used when the traveler:**
 - ▢ *Is in base quarters, 1 or 2 meals available in government mess.*
 - ▢ *Is in base quarters, GMR prescribed by AO, but mess was only available for 1 or 2 meals.*
 - ▢ *Has 1 or 2 meals paid by government.*
 - ▢ *Is not entitled to per diem, must buy 1 or 2 meals.*



- **Authorized by:**
 - ▢ *Authorizing Official (AO).*

Incidental Expenses



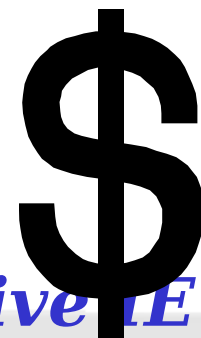
- **Covers miscellaneous expenses**
 - ▢ *Do not confuse with reimbursable expenses.*



- **How much?**
 - ▢ *CONUS = \$3.00 per day.*
 - ▢ *OCONUS = \$3.50 per day or locality rate.*

- **Received when any meal rate is authorized.**

- ▢ *Travelers on field duty only receive IE if Essential Unit Messing is authorized.*





Reimbursable Expenses

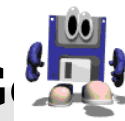
Reimbursable Expenses



→ Travelers will be reimbursed for necessary and reasonable travel/transportation related expenses, such as:



- ATM Fees
- Passport/Visas Fees
- Costs of traveler's checks, money orders, or certified checks
- Energy surcharge
- Lodging Taxes for (CONUS only)
- Currency Conversions/Cashing U.S. Government Checks
- CTO Fees



Reimbursable Expenses (continued)



→ Tips for taxis/limousine

□ Parking Fees at terminal (NTE cost of taxi fares).

□ Fees for using terminal.



□ Costs of transportation to/from terminal.
(based on odometer reading)



□ Transportation costs around the TDY location

□ Baggage tips (Civilians only if Government property).



□ Laundry/dry cleaning/clothes pressing
(CONUS only).

(Civilians - 4 nights TDY)

Reimbursable Expenses

(continued)



➔ **The following expense types must be authorized/approved.**



- ❑ **Calls Home (AO must limit amount)**
- ❑ **Typing services/clerical assistance**
- ❑ **Service fees for interpreters/packers/guides/drivers**
- ❑ **Storage of property used for official business**
- ❑ **Room rental used for official business**
- ❑ **Excess Baggage**
- ❑ **Registration Fees**
- ❑ **Dual lodging costs**



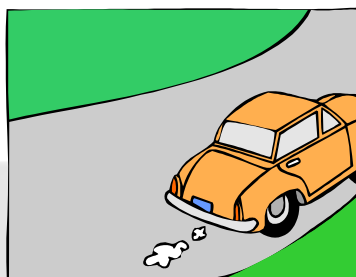
When in doubt - Check with your AO!



Special Circumstances


Outside limits of the Permanent Duty Station (PDS), the AO will:

- Approve standard business transportation.
- Authorize 75% locality rate of M&IE if TDY is more than 12 hours (highest rate if more than one).



authorize meals if TDY is more than 12 hours
may receive actual for up



- ▢ **For 1 day TDY in local area of PDS.**
- ▢ **Receive expenses for transportation, if not provided.**
- ▢ **If POV is used, receive mileage minus:**
 - ▢ **Normal commute distance or**
 - ▢ **Normal commute cost.**
- ▢ **Use odometer reading for mileage (log).** 
- ▢ **Per diem typically not authorized. Exceptions for:**
 - ▢ **Threat to life or government equipment.**
 - ▢ **Arms control inspector escorts.**

Special Entitlements



Group Travel



- Entitlements may vary.
- 10 or more travelers = Transportation Office.
- Less than 10 = CTO.
- Business travel rules unless “no/limited reimbursement”
has been directed by AO.

Field Duty & TDY Aboard Vessels






- Lodging and meals normally provided.
- No per diem.
- IE only if Essential Unit Messing autho
- Civilians may be reimbursed for food costs.





After the Trip

The traveler must:

- ✓ **Submit a voucher within 5 days .** 
- ✓ **Scan or Fax all receipts for air fare (if not charged to CBA), lodging, rental car, and expenses of \$75 and above.** 
- ✓ **Comply with local policies and procedures for their organization.** 

Training Material Available



DTS Homepage

www.defensetravel.osd.mil

Visit the new DTS
Travel Center Website
A complement to the Defense
Travel System Website
Look for these features:
Release Notes
How to... Guides
Helpful Documents
Milestone Schedule
Deployment Schedule
Click here to visit the website.

DTS Travel Center

Address http://www.defensetravel.osd.mil/dts/site/section.jsp?sid=4

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Release A Training Materials
Tri-folds
Event Presentations
Training Site Survey
Deployment

Training

Welcome to Online Training

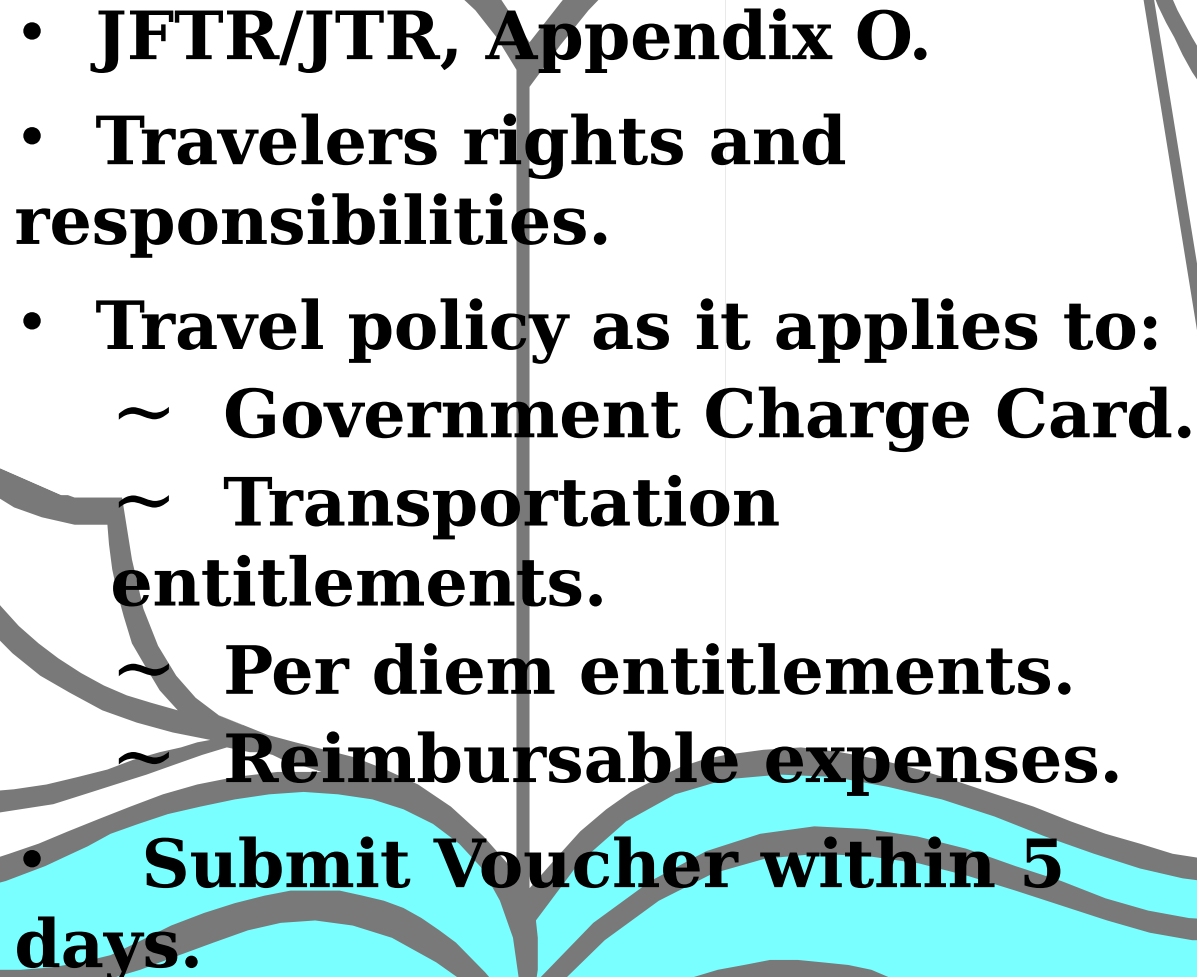
Welcome to the Defense Travel System (DTS) Online Training page. This section features DTS Online Training materials to help you understand the system and its functionality and Department of Defense policy and procedures. Familiarize yourself with the latest version of DTS and test your knowledge by taking a self-paced hands-on training course.

Training Manuals

Check here for the latest updates to the DTS Training Manuals...

- ➔ DTS Deployment Tools User's Manual, Version 1.0 - DRAFT
- ➔ PE 9: Self Registration
- ➔ DTS Centrally Billed Account (CBA) Reconciliation Lesson Plan

Quick References

- 
- **JFTR/JTR, Appendix O.**
 - **Travelers rights and responsibilities.**
 - **Travel policy as it applies to:**
 - ~ **Government Charge Card.**
 - ~ **Transportation entitlements.**
 - ~ **Per diem entitlements.**
 - ~ **Reimbursable expenses.**
 - **Submit Voucher within 5 days.**



Questions?



